APPENDIX Q - Preparation Guidelines for Project Scope Summary Report (Urban Freeway Off Pavement Access)

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ARTICLE 1 - Overview

Use of Project Scope Summary Report (Urban Freeway Off Pavement Access)

These guidelines provide information to be used with the procedures described in Chapter 9, Article 11, for urban freeway off pavement access projects. The Project Scope Summary Report (PSSR) for urban freeway off pavement access projects satisfies the requirements for both the Project Study Report (PSR) and the Project Report (PR) for projects in the HA28 Program. When the PSSR (Urban Freeway Off Pavement Access) form is completed and approved by the District Director or their designee and a Categorical Exemption/Exclusion Form or draft environmental document is attached, it serves as the project approval document.

ARTICLE 2 - Guidelines for Completing the PSSR (Urban Freeway Off Pavement Access) Form

General

The PSSR (Urban Freeway Off Pavement Access) format is a "fill-in the blanks" type of report. The information needed to be supplied should be fairly self-explanatory from reading the form. The following background information is being provided to supplement only those sections of the report that require additional guidance.

Cover Sheet

All PSSRs should have a standard cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title

  Indicate "Project Scope Summary Report (Urban Freeway Off Pavement Access)".

- File Reference

  District-County-Route-Kilometer Post (Post Mile) [Dist-Co-Rte-KP(PM)]

  The Kilometer Post should be given to the nearest 0.1 kilometer; if the project is 0.2 kilometers or more in length, give both the beginning and ending Kilometer Posts. Post Miles should follow Kilometer Posts if needed for continuity of file references or other reasons.

  Responsible Unit (RU)

  The unit source code of the registered civil engineer in charge of the technical features of the project.

  Expenditure Authorization (EA)

  The multiphase EA, using the "0" phase for the project.

  Month Year

  Give the month and the year the report is being prepared in.

- Vicinity Map

  A small map showing the project limits consistent with the brief description and Kilometer Posts, and a north arrow. The map should be sufficient to locate the project at a glance for a person unfamiliar with the project. It should show the features used to identify the project limits such as roads, streams, junctions or railroads, and the nearest town (unless too distant), and a note indicating the direction to and name of the next town in each direction.

- On Route _____ From _____ To _____

  A brief written description of the project limits that corresponds to the Kilometer Posts given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Right of Way Certification

  The statement shown must be used (and signed by the District Division Chief Right of Way) indicating the review of the right-of-way information contained in the PSSR and the R/W data sheet attached to it, and a finding that the data is complete, current and accurate.

- Recommended Approval

  A recommendation for approval must be signed by the Project Manager as an indication that all appropriate studies have been included and as an indication that the proposal is in accord with Caltrans' policies.

- Approval

  The approval of the PSSR recommendations, signed and dated by the District Director or their designee. The date of signing becomes the official project approval date.

Registered Civil Engineer's Stamp and Statement

The second page of the PSSR (Urban Freeway Off Pavement Access) contains the required stamp or seal and signature of a registered civil engineer who is the person in responsible charge. The sheet must include a statement indicating that the registered civil engineer attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based. Approval of the PSSR is a management decision and is separate from this technical signature of the person in responsible charge.

Caltrans Metric

Dist - Co - Rte, KP(PM)
RU - EA
RAS - HA28 Program
Month/Year

PROJECT SCOPE SUMMARY REPORT
(Urban Freeway Off Pavement Access)

Vicinity Map

Show:

- Project limits
- North Arrow

On Route_____

From _____

To _____

I have reviewed the right of way information contained in this Project Scope Summary Report and the R/W Data Sheet attached hereto, and find the data to be complete, current, and accurate:

_____
DISTRICT DIVISION CHIEF – RIGHT OF WAY

APPROVAL RECOMMENDED:

_____
PROJECT MANAGER

APPROVED:

_____ _____
DISTRICT DIRECTOR *DATE*

Dist - Co - Rte, KP(PM)

This Project Scope Summary Report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

REGISTERED CIVIL ENGINEER *DATE*

Outline For
PROJECT SCOPE SUMMARY REPORT
(Urban Freeway Off Pavement Access)

1. Project Limits [Dist., Co., Rte., KP(PM)]: _____

2. Brief Project Description:

_____

_____

3. Environmental Status: _____

Date Approved: _____

4. Traffic Data

Present ADT _____ 20-Year ADT _____

DHV _____ % Trucks _____

Safety Field Review _____
(date)

Latest 3-Year Accident Data: _____
(expected vs. actual rates)

Location(s) of Accident Concentration: _____

Corrective Strategy: _____

5. Roadway Geometric Information

Facility	Minimum Curve	Through Traffic Lanes			Paved Shoulder Width		Median Width	Median Barrier
		No. of Lanes	Lane Width	Type (AC, PCC, or AC over PCC)	Left	Right		Yes or No
*								
**								
Mand. Stds.								

* Enter EXISTING Kilometer Post limits (Expand as needed, for varied geometrics.)
** Enter PROPOSED Kilometer Post limits (Expand as needed, for varied geometrics.)

Remarks:
(If Mandatory Standards not being met, briefly explain why, and process required Design Exception Fact Sheet.)

_____

_____

6. Structures Information

Structure	Width Between Curbs			Standards Met?		Vertical Clearance Over Main-Line			Existing Condition	
				Bridge Rail	Bridge Approach Rail				Bridge Approach Slab	AC Overlay
Name/No.	Exist	Mand Std	Prop	Yes or No		Exist	Mand. Std	Prop	Yes or No	

Remarks:
(If Mandatory Standards not being met, briefly explain why, and process required Design Exception Fact Sheet.)

7. Background:

8. Need and Project Proposal:
(Include discussion on what type of landscaping or facility the access area will be used to maintain. What are the consequences of not doing this entire project?)

9. Alternatives Studied But Not Recommended:
(List all alternatives studied, cost and reasons not recommended. Include discussion on why maintained landscaping or facility can not be removed, relocated, or modified to minimize maintenance demands.)

10. Environmental Issues:

11. Other Agencies Involved (Permits/Approvals from Fish & Game, Corps of Engineers, Coastal Commission, etc.):

12. Other Considerations:

Hazardous waste disposal site required? If yes, where are sites?

Materials and or disposal site needs and availability?

Utility Involvement?

Railroad Involvement?

Consistency with Other Planning:

Salvaging and recycling of hardware and other non-renewable resources?

Prolonged temporary ramp closures?

13. Cost Estimate Breakdown

Off Pavement Access Work	Yes/No	Quantity (unit)	*Cost
(A) Access Gates - Personnel			
(B) Access Gates - Equipment			
(C) Shoulder Widening/Turnouts**			
(a) Paved Surface			
(b) All Weather Surface			
(c) Graded Surface			
(d) Other (Type) #_____			
(D) Light Duty Access Trails			
(a) Paved Surface			
(b) All Weather Surface			
(c) Graded Surface			
(d) Other (Type) #_____			
(E) Other Off Pavement Access Work			
COSTS SUBTOTAL			

Additional Work	Yes/No	Quantity (unit)	*Cost
(A) Traffic Control			
(B) Earthwork***			
(C) Pavement**** (include remove and replace)			
(D) Clearing and Grubbing			
(E) Other Landscape Related Work# (List type of work)			
(F) Guardrail (include remove and replace)			
(a) Metal Beam			
(b) Concrete			
(c) Bridge Approach			
(d) Other (Type)#_____			
(G) Drainage Adjustment and Rehabilitation# (List type of work)			
(H) Retaining Walls			
(I) Utility Relocation			
(J) Railroad Agreements			
(K) Right of Way			
(L) Environmental Mitigation			
(M) Other Work (Type)#_____			
COSTS SUBTOTAL			
SUM OF SUBTOTALS			
20% Contingency			
TOTAL PROJECT COST			

14. Proposed Funding (NHI, NHS, BR, etc.):

Note: * If duplicated in other items, show cost in parenthesis.
** Include cost of shoulder backing material, as needed.
*** Earthwork other than that required for grading turnouts or access trails.
**** Pavement work other than that required for the Off Pavement Access work.
# Add Additional lines as necessary. Do not include support costs.

15A. Has the project been field reviewed by

District Maintenance?_____ Date_____

Headquarters Maintenance?_____ Date_____

Others ?_____ Date_____

15B. Project Reviewed by

District Safety_____ Date_____

District Maintenance_____ Date_____

HQ HA28 Program Advisor_____ Date_____

HQ DLPP_____ Date_____

FHWA_____ Date_____

Type of federal involvement _____
(Exempt, CA, or PxP)

Others_____ Date_____

16. Project Support:

Proposed Program FY	District PY'S			Engineering Service Center PY'S					FY Total PY'S	Other Costs ($)
				METS and Others		Structures		Office		
	Design	R/W	Constr	Design	Constr	Design	Constr	Engr		
TOTAL ESTIMATED PROJECT PY'S AND OTHER SUPPORT COSTS:									PY'S	$*

* Note: Dollar value of estimated specialty contracts, etc. to be shown only when applicable.

17. List of Attachments:

A. Strip Map - (may be eliminated if Vicinity Map on Cover Sheet is adequate)

B. Typical Section(s)

C. Proposed Project Schedule (PMCS-PYRS screen)

D. Categorical Exemption/ Exclusion Form (or Draft/Final Environmental Document). If PSSR is for project approval, the CE form or the Final Environmental Document must be attached.

E. Right of Way Data Sheet

F. Field Review Attendance Roster (as appropriate)

G. TASAS